

COURT LEADERSHIP INSTITUTE OF ARIZONA (CLIA)

Judicial Education Center
541 E. Van Buren Street, Suite B4
Phoenix, AZ 85004

Minutes of the January 7, 2016 Committee Meeting

Committee Members Present:

Kent Batty, Chair	Court Administrator, Superior Court in Pima County
Don Jacobson, Vice Chair (telephonic)	Court Administrator, Flagstaff Municipal Court
Mike Baumstark	Deputy Director, Administrative Office of the Court
Margaret Downie	Judge, Arizona Court of Appeals, Division I
Pamela Gates (telephonic)	Judge, Superior Court in Maricopa County
Gregory Greene (telephonic)	Chief Probation Officer, La Paz County Adult /Juvenile Probation
Charles W. Gurtler (telephonic)	Presiding Judge, Superior Court in Mohave County
James Hazel (telephonic)	Presiding Magistrate, Apache Junction City Court
Michael K. Jeanes	Clerk of Court, Clerk of Superior Court in Maricopa County
Leo Mendez	Deputy Director, Yuma County Juvenile Justice Center
Steve Ramsbacher	Organizational Analyst Manager, Maricopa County Justice Court Administration
Thomas Robinson (telephonic)	Judge, Tempe Municipal Court
Valerie Winters (telephonic)	Human Resource Manager, Superior Court in Mohave County

Committee Members Absent:

Julie Binter	Organizational Development Consultant, Arizona State University
Emily R. Johnston	Public Member
Eric Meaux	Chief Juvenile Probation Officer, Maricopa County Juvenile Probation
David Sanders	Chief Probation Officer, Pima County Adult Probation

CLIA Staff Present:

Jeff Schrade	Director, Arizona Supreme Court, Education Services Division
Gabe Goltz	Program Manager, Arizona Supreme Court, Education Services Division
Jennifer Wildeman	Specialist V, Arizona Supreme Court, Education Services Division
Anthony Cornay	Specialist VII, Arizona Supreme Court, Education Services Division
Harriet Ramsbacher	Administrative Assistant, Arizona Supreme Court, Education Services Division
Vikki Cipolla-Murillo	Specialist I, Arizona Supreme Court, Education Services Division

Call to Order, Administrative Business

Mr. Kent Batty called the meeting to order at 9:40 am at the Judicial Education Center in Phoenix, Arizona. Members introduced themselves.

The October 19, 2015, minutes were reviewed and approved as submitted. *MOTION 201601*.

Notes from the Chair:

- Mr. Batty, Tony Cornay, Mike Baumstark and Jeff Schrade will work to establish procedures for holding Arizona Court Manager (ACM) and Arizona Court Executive (ACE) programs in Tucson, hopefully in 2016.
- Mr. Baumstark will chair a sub-committee, along with Judge Charles Gurtler, Judge Margaret Downie, Judge Thomas Robinson and Mr. Batty to further explore the structure and content for a future “leadership team training” program.

ESD/Staff Updates:

1) ACS, ACM & ACE Program Updates

- a. Active Membership as of 1/4/16 – The committee reviewed a handout of the Leadership program active membership. Membership is as follows: ACE – 37; ACM – 85; and Arizona Court Supervisor (ACS) – 161. The number of true ‘inactives’ has dramatically decreased due to a vigorous email campaign by Education Services (ESD). ACE participant number are also expect to drop shortly, but overall, ESD is satisfied with the numbers.

2) Programs completed – Evaluations:

- a. ACS – Supervisory Ethics webinar, October 15, 2015, Faculty: Tony Cornay, 8 participants, 4.88 rating.
- b. ACS – Transition to Role of Supervisor webinar, October 22, 2015, Faculty: Tony Cornay, 7 participants, 4.83 rating.
- c. Supervisory Ethics webinar, November 17, 2015, Faculty: Renu Sapra, 11 participants, 4.36 overall rating.
- d. ACM – Purposes and Responsibilities of Courts, November 17-19, 2015, Faculty: Hon. Louraine Arkfeld, Kent Batty, Gabe Goltz, 34 participants, 4.67 rating
- e. ACS – Transition to Role of Supervisor webinar, December 1, 2015, Faculty: Jennifer Wildeman, 10 participants, 4.5 rating.
- f. ACM – Fundamental Issues of Caseflow Management, December 15-17, 2015, Faculty: Amy Wood, Phil Knox, 32 participants, 4.26 rating.
- g. ACM-AZ Plus – Specialty Courts/ ADR, December 17, 2015, Faculty: Heather Seets, 31 participants, 4.42 rating
- h. Additional notes:
 - i. Four Arizona people will be going into this year’s Fellows program including Heather Seets and Keith Kaplan.
 - ii. ESD is still waiting for updates from the National Center for State Courts (NCSC) for the new core competencies. Work on the updates is taking much longer than expected.

- iii. There are significant updates to three programs: Purposes & Responsibilities (P & R), Court Performance Standards: CourTools (CPS) and High Performance Courts (HPC), and minor updates to others. Mr. Schrade will be sending out an email to all ICM faculty detailing his thoughts on how and when the new programs will be rolled out.
- iv. Faculty re-certification process: There has been much discussion on how current ICM faculty will be re-certified once the new curricula is in place. The NCSC is looking for a complete in-person refresh for all faculty while ESD wants something web-based just detailing the changes.
- v. There has been additional talk from the NCSC about allowing university credit for ICM programs as well as the possibility of a yearly re-certification process, potentially with some sort of fee.
- vi. Gabe Goltz attended a webinar which reviewed the significant changes to the new curriculum for P & R. The changes appear to be mostly cosmetic but do not seem to impact the 'meat' of the program. He feels faculty would not need extensive re-certification, for this program at least.
- vii. Some of the evaluation comments involve requests for more real life scenarios and/or work groups in the various ICM programs. Has there been any discussion amongst faculty to address this? Although faculty makes every effort to include local content, the timing is so tight on each class that it is difficult to get in all the NCSC required information as well as include additional AZ specific materials. It was also noted that there has been so much focus on local content that sometimes teaching moments have been missed. ESD will re-visit the scenarios with faculty in the ACS webinars to make them more realistic and bring back their suggestions for review.
- viii. New faculty member, Heather Seets, did a great job for her first time teaching Specialty Courts.

3) Upcoming Programs

- a. ACE – Leadership, January 20-22, 2016
- b. ACS – Essential Components of Probation Supervision, February 18-19, 2016
- c. ACM – HR Management, February 24-26, 2016
- d. ACM AZ Plus – Diversity, February 26, 2016
- e. ACM AZ Plus Capstone, March 23-25, 2016 - we will just give people their certificates if they attended Capstone in August, 2015.

CLIA Committee General:

- a. Update: Orientation and Basic Training for Small Court Leadership - After much discussion, it was determined that this program should not necessarily be a CLIA sponsored training, but it does belong somewhere within the AOC. Mr. Batty, Mr. Jacobson, Steve Ramsbacher and Julie Dybas will continue to work with the Executive Office to find a sponsor - perhaps with the Judicial Staff Education (JSEC) committee or the Arizona Courts Association (ACA). There is clearly a gap in our education but the responsibility is yet to be determined.

- b. Update: Leadership Institute Webpage (LinkedIn) - The Leadership Institute Graduates Forum LinkedIn Group protocols handout was reviewed. As a reminder, this website was proposed as a way to keep ICM graduates connected and engaged. The committee had previously raised concerns over the administration and policing of the site. The Leadership Institute (LI) asked CLIA for their approval to move forward with the project and begin inviting participants. Additional concerns/questions raised by the committee included:
 - a. Is anything discussed on the website subject to a public records or bulk data/media request? It was determined that there should be no assumption of privacy and this needs to be added to the terms of the protocol.
 - b. ESD to follow up on question of whether or not we receive notification of posting of a comment prior to the actual posting.
 - c. Is there any risk regarding requests from political opponents to search for information about opposing candidates on this website? ESD to follow up. It was noted that ESD is the keeper of the records of the website so any request would need to come through them. Mr. Schrade noted that any Rule 123 requests go through him so that should not be a concern.
 - d. What about potential litigation? Would the AOC be held responsible since the website is on their platform? Is this different to what is already being discussed on email?
 - e. Mr. Baumstark indicated he would be OK with moving forward if personnel, discipline and HR questions are excluded from discussion on the website. General questions about dress code or motivation of employees are fine.
 - f. Another solution might be to create a private Facebook page open only to ICM graduates. This moves it off the AOC platform and may reduce security and legal concerns.
 - g. It was noted that the kind of questions and debriefing that is hoped would be expressed on the website would increase the power of learning and make the learning more powerful. ESD noted also that both NACM and NASJE have something similar where they post articles, etc. for members. It is not clear how many people actually participate, so while the idea of a graduate website sounds good in theory, it might not be worth the trouble or the risk. As an alternative, perhaps the LI should direct graduates to the national forums.
 - h. Bottom line, it was decided that legal should be informed of the committee's concerns. Mr. Baumstark will follow up with Dave Withey and report back to the committee. If legal gives their approval, then ESD needs to begin revising some of the language to add more excluded material; i.e., need a better definition of 'inappropriate content.'
- c. Other Matters - Mr. Schrade mentioned there may be a potential need for evidence based practice and best practices training for probation officers and supervisors that may require CLIA's input. Juvenile Justice Services (JJSD) is looking to roll out evidence based practices and best practices management training and may want to incorporate some of the information included in the ACS Probation program into that training. Although any action on the committee's part is premature at this point, he wanted the members to be aware of what may be coming and how we can

leverage their use of ACS probation material to increase participation in the entire ACS program.

2016 Meeting Schedule:

- a. March 31 – State Courts Building
- b. June 30 - JEC
- c. October ??? – TBD – the day prior to the start of the Court Leadership Conference in Flagstaff

Call to the Public: None

Review of Action Items:

1. ESD staff to review the possibility of adding increased numbers of real life scenarios specifically in ACS webinars
2. Pending a response from the AOC legal department, ESD staff to explore more LinkedIn possibilities and/or issues.

Adjourn:

The meeting adjourned at 10:59am.